

## SELF SERVICE CENTER

### HOW TO FILL OUT THE “*REQUEST FOR DEFAULT HEARING*”

#### IMPORTANT TIPS

- Submitting a “*Request for Default Hearing*” will NOT prevent your case from being dismissed once it has been placed on the Inactive Calendar!!!. A case can be placed on the Inactive Calendar 180 days after the petition has been filed. You MUST follow the instructions on the Inactive Notice if you have received one. If your case is 220 days old and you have not received an Inactive Notice, you can call the Family Court Administration at the numbers listed on page 2 of these instructions to inquire about the status of your case.
- Fill out and send in the “*Request for Default Hearing*” form as instructed in number 1 **on page 2** after you have filed the “*Application and Affidavit for Entry of Default.*” If you have children, you are also required to file the “*Parent Information Program Certificate*” before submitting your “*Request for Default Hearing*” form. When you fill out the “*Request for Default Hearing*” form, match the instruction on this paper with the number on the “*Request for Default Hearing*” form.
- Type or print neatly using **black ink only**.
- The “*Request for Default Hearing*” is called the “*Blue Notice,*” even if the copy you have is not on blue paper.
- After you complete the “*Request for Default Hearing*” form, be sure to send it to the court as instructed in number 1 **on page 2**, along with a self-addressed, stamped, legal-size envelope. Your envelope should be at least 4 inches by 9 inches, and stamped with 2 current rate standard postage stamps.

#### HOW TO COMPLETE THE “*REQUEST FOR DEFAULT HEARING*” FORM

1. Case number: Write in your case number. It is in the upper right corner of your papers. Be sure to include the appropriate prefix such as DR, FC, or FN.
2. Name: Print your name as it appears on the court papers.
3. Mailing Address: Print the address, city, state and zip code where you receive your mail.
4. Telephone Number: Print a daytime telephone number, and check the box about whether this number is work, home or a message phone.
5. Are you the person who filed the petition? Check yes or no, depending on whether you were the person who filed the petition for which the Default Hearing is being requested. If you answered “no” you cannot request a Default Hearing unless ordered by the court.
6. Have you filed the Default? Check “yes” or “no”. If you checked “yes” fill in the date it was filed. If you checked “no” you will be required to file the “*Application and Affidavit for Entry of Default*” prior to submitting your “*Request for Default Hearing.*”
7. Parent Information Program Certificate (For cases that involve children). Check yes, if you and the other party, (if applicable), have attended the Parent Information Program Class and filed your Certificates. Please Note: If Joint Custody of the children is being requested, both parties must attend the class and file the certificates.

8. Interpreter: Check the box to show whether the person requesting the Default Hearing speaks and understands English.
- (A) If you check the box marked "no," write in the language and dialect for which an interpreter is needed.
- (B) If the Petitioner needs a sign language interpreter, write in the kind of sign language the Petitioner needs.
9. Availability to come to court: If there are any days that you cannot come to court (including the other party, if this is a joint custody hearing), please fill in these dates. Please note that the court may not be able to honor your request.

All requests for default hearing must include a 4x9 (#10 business) envelope that has been self-addressed and stamped with 2 current rate standard postage stamps. If your request is received without a stamped self-addressed, envelope, your request will be **rejected**. **No notice** will be sent to you of the rejection.

10. Signature: The person requesting the Default Hearing must sign the Request form.

## WHEN YOU HAVE COMPLETED THE REQUEST FOR HEARING:

1. Mail or hand deliver the completed form, along with a 4x9 self-addressed, stamped envelope to the location at which the case was filed.

### For cases filed in Phoenix:

Superior Court of Arizona in Maricopa County  
Family Court Administration  
**Attn: File Review Department**  
201 W. Jefferson, CCB, 6th Floor  
Phoenix, AZ 85003

### For cases filed at Southeast Court Complex in Mesa:

Superior Court of Arizona in Maricopa County  
Family Court Administration  
**Attn: Court Administration**  
222 East Javelina Drive, 2nd Floor  
Mesa, Arizona 85210

### For cases filed at Northwest Court Complex in Surprise, AZ

Attn: Family Court Administration  
**Northwest Court Complex**  
14264 West Tierra Buena Lane  
Surprise, Arizona 85374

2. Please be patient. It takes about **8 weeks** for court staff to review your file and mail a red, green or yellow notice to you. If you have not received your notice after 8 weeks, you can call 602-506-1561 for cases filed in Phoenix; 602-506-2020 for cases filed in Mesa and 623-372-9403 for cases filed in Surprise.
- A. **GREEN NOTICE:** If your case is ready for a default hearing, you will receive a green notice with a court date and instructions in the mail.
- B. **YELLOW NOTICE:** If your case is set for a court hearing, but you need to fix a problem before the hearing, you will receive a yellow notice with a court date and instructions in the mail.
- C. **RED NOTICE:** If your case is not ready for a default hearing, you will receive a red notice with instructions on what to do next in your case to get a default hearing set, or if you cannot go by default.